

PROOFREADER'S MARKS

| | | | |
|----------------|--|----------------------|--|
| ⊙ | Insert period | <i>rom.</i> | Roman type |
| ↗ | Insert comma | <i>caps.</i> | Caps—used in margin |
| : | Insert colon | ≡ | Caps—used in text |
| ; | Insert semicolon | C+sc | Caps and small caps—used in margin |
| ? | Insert question mark | ≡ | Caps and small caps—used in text |
| ! | Insert exclamation mark | <i>l.c.</i> | Lowercase—used in margin |
| =/ | Insert hyphen | / | Used in text to show deletion or substitution |
| ∨ | Insert apostrophe | ? | Delete |
| “” | Insert quotation marks | ⤵ | Delete and close up |
| — ¹ | Insert 1-en dash | <i>wf.</i> | Wrong font |
| — ¹ | Insert 1-em dash | ⌢ | Close up |
| # | Insert space | ⌢ | Move right |
| <i>ld</i> > | Insert () points of space | ⌢ | Move left |
| <i>shill</i> | Insert shilling | ⌢ | Move up |
| ∨ | Superior | ⌢ | Move down |
| ∧ | Inferior | | Align vertically |
| (/) | Parentheses | = | Align horizontally |
| [/] | Brackets | ⌢⌢ | Center horizontally |
| □ | Indent 1 em | ⌢ | Center vertically |
| □□ | Indent 2 em | <i>eg.#</i> | Equalize space—used in margin |
| ¶ | Paragraph | ✓✓✓ | Equalize space—used in text |
| <i>no</i> ¶ | No paragraph | | Let it stand—used in text |
| <i>tr</i> | Transpose ¹ —used in margin | <i>stet.</i> | Let it stand—used in margin |
| <i>~</i> | Transpose ² —used in text | ⊗ | Letter(s) not clear |
| <i>sp</i> | Spell out | <i>run over</i> | Carry over to next line |
| <i>ital</i> | Italic—used in margin | <i>run back</i> | Carry back to preceding line |
| — | Italic—used in text | <i>out, see copy</i> | Something omitted—see copy |
| <i>b.f.</i> | Boldface—used in margin | g/? | Question to author to delete ³ |
| ~~~~ | Boldface—used in text | ∧ | Caret—General indicator used to mark position of error |
| <i>Δ.C.</i> | Small caps—used in margin | | |
| ≡ | Small caps—used in text | | |

¹ In lieu of the traditional mark "tr" used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections.

² Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

³ The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer.